

THE TULALIP TRIBES

Job Description

JOB TITLE: Construction Superintendent

JOB NUMBER: TTT 151--06

Note: Sections in box are minimum requirements that all applicants must have to be considered for this position. These requirements must be stated on your application form in order to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

EDUCATION: (Please attach all required education documents with application; i.e., diploma, degrees, certificates, etc.)

☐ High School Diploma or GED equivalent (Please attach copy with application)

SKILLS:

- ☐ Must have written and oral communication skills and be able to work effectively with contractors and vendors
- ☐ Must have knowledge of both residential and commercial construction process and techniques.
- ☐ Ability to work in a team environment and put forth best efforts in working with department staff and the reservation community

EXPERIENCE:

- ☐ Must have proven and direct work experience supervising construction workforce, cost estimation, ordering materials, ability to read and understand blueprints
- ☐ Must have (5) years of verifiable construction experience in one or more of the building trades position and 3 years as a project superintendent or manager.
- ☐ Knowledge of Federal Rules and Regulations pertaining to construction preferred.

OTHER REQUIREMENTS:

- ☐ Must have a valid Washington State Drivers License (Please attach copy with application)
- ☐ Must submit a current Drivers abstract with application (Please attach copy with application)
- ☐ Must have the ability to be covered under tribal insurance policy
- ☐ Must have a successful employment history with the Tulalip Tribes and/or other employers.

PHYSICAL CHARACTERISTICS AND/ OR PREREQUISITES:

- ☐ Must be able to walk on undeveloped terrain.
- ☐ Must be available to do field inspections for several hours each day in all types of weather
- ☐ Must have the ability to pass an agility exam to determine if physically capable of performing the required job functions (Test required)
- ☐ Must be able to lift heavy objects up to 50 pounds

Tribal Department: Housing Department

Employee Classification: Non-Exempt

Job Summary: Responsible for bidding and in the field monitoring of the construction of tribal government buildings, subdivisions, and other construction projects.

Employee Reports To: Development Coordinator or designee

Extent of Authority: Authority to monitor and inspect tribal construction projects and other related duties as directed.

Specific Duties Performed:

1. Assist the development coordinator in determining project construction needs and project budgets.
2. Coordinate with Tribal, State and County services providers for the various services necessary to develop new projects.
3. Assist in the development of the scope of work for the various tribal projects.
4. Assist with the Solicitation for construction bids consistent with tribal procedures, regulations and laws.
5. Review site and building plans for consistency with tribal codes and regulations.
6. Coordinate with Tulalip Utilities Authority, Cable Vision, TDS and other service providers for all necessary work in connection with tribal projects.
7. Assist in the coordination of pre-bid and pre-construction meetings.
8. Work with the Tribal TERO department with implementation of the TERO ordinance as it relates to all construction projects.
9. Make recommendations for any contract change orders as necessary.
10. Coordinates building inspections with tribal building inspectors.

11. Monitor project construction schedules to ensure projects are completed on time.
12. Monitor contractors for compliance with erosion control, storage of construction materials and Safety on project sites.
13. Work with various building material suppliers for delivery and inventory of materials for construction projects.
14. Works as a member of the construction/ planning team and performs other related activities as directed.
15. Monitors the use of Tribal equipment and tools.
16. Performs other job duties as deemed necessary or requested.

Terms of Employment: This is a Full-time position requiring at least 40 hours per work, or 2080 hours per year.

Pay Range: \$23.96 - \$33.71

Opening Date: December 5, 2006

Closing Date: December 21, 2006 at 4:00 p.m.

Please return your completed application with required attachments, by the closing date and time, to the Tulalip Tribes Employment Office, located at 6103 31st Avenue N.E. Tulalip, WA 98271. Tulalip Employment hours Monday-Friday, 8:00 a.m. to 4:30 p.m. (360) 651-3686 or toll free 1 (800) 869-8287, ext. 3686.